



Word – Mail Merge and Forms

Description

This course will enable you to easily create mailings and forms with Microsoft Word.

Course Content

Module 1: Mail Merge

- Knowing the mailing options
- Create a main mail
- Create/associate a recipient list
- Select and sort recipients
- Inserting merge fields

Module 2: Creating a form

- Inserting controls in a form
- Defining the properties of a control
- Protecting a form
- Using a form
- Creating bookmarks and cross-references
- Protecting the form
- Removing protection

Lab / Exercises

- Practice exercises will be given at the end of each module

Documentation

- Digital course material included

Participant profiles

- Anyone who has to create mailings with Word

Prerequisites

- Basic knowledge of Word

Objectives

- Create and manage a merged document
- Create a form

Niveau

Expert

Classroom Registration Price (CHF)

400

Virtual Classroom Registration Price (CHF)

375

Duration (in Days)

0.5

Reference

MOW-32